

Lyman Briggs College
UGLA Job Description – *Mathematics*

1. Leading recitations, normally 1 per week (for half time, 5 hour position) under the supervision of graduate teaching assistant or faculty.
2. Hold office hours to work individually with students (2 hours per week per recitation).
3. Assist with grading of quizzes, tests, and final exams.
4. Meet weekly with course instructor.
5. Assist with tours during recruiting events, and return all information request forms to the Tour Coordinator on time (by stated date).

Half time work is to average 5 hours per week throughout the semester including registration and finals week. Some full-time positions are occasionally available, which require proportionally more service.

Selection Criteria for Mathematics Learning Assistants

For selecting our L.A.'s we have the following preferences:

1. That the student be enrolled in Lyman Briggs when beginning as a LA.
2. That the student lives in Holmes Hall.
3. The student has an overall 3.0 grade point average.
4. The student has taken the Briggs calculus sequence rather than the Math Department sequence.

In addition, we consider:

1. The level of mathematics courses previously taken, and the quality of this work. We prefer that LAs have taken or are completing the entire calculus sequence with an average of 3.5 or better.
2. The ability of the applicant to relate to students.
3. The quality of previous LA work if this student has worked for us before.
4. If a student plans to obtain a teaching certificate.

